

Posted Date: \_\_\_\_\_

**JOHN BURROUGHS SCHOOL FACILITIES REQUEST**

Today's Date: \_\_\_\_\_

- Instructions:
- 1) One week notice is required
  - 2) Fill out top three sections of form.
  - 3) Put in PLANT OPERATIONS mailbox in the front office.
  - 4) Please do not assume availability of space until return of this confirmed form.

General Information:

Event Name \_\_\_\_\_

Day of Event \_\_\_\_\_ Date of Event \_\_\_\_\_ Event Hours \_\_\_\_\_

Person Making Request \_\_\_\_\_

Phone / Extension \_\_\_\_\_

Department to be Charged: \_\_\_\_\_

Approximate Number of Attendees \_\_\_\_\_

Building/Room Requested:

Please check the space(s) needed. (\*Room Capacity)

**Brauer Building:**

- \_\_\_\_\_ Bonsack Gallery
- \_\_\_\_\_ Dining Hall (220\*)
- \_\_\_\_\_ Little Lounge

**Cissel Center**

- \_\_\_\_\_ Commons
- \_\_\_\_\_ Dance Studio
- \_\_\_\_\_ Field House
- \_\_\_\_\_ Multipurpose Room
- \_\_\_\_\_ Plan Operations Conf Rm (8\*)

**Haertter Hall**

- \_\_\_\_\_ Auditorium (600\*)
- \_\_\_\_\_ College Conference Room (20\*)
- \_\_\_\_\_ Haertter Hall Conference Room (20\*)
- \_\_\_\_\_ Lobby

**Fine Arts Building:**

- \_\_\_\_\_ Kuehner Gallery

**Outdoor spaces:** \_\_\_\_\_

**Clifford Gaylord Science Building**

- \_\_\_\_\_ Auditorium (100\*)

**Stamper Library**

- \_\_\_\_\_ Library (30\*)
- \_\_\_\_\_ Auditorium (55\*)

Special Requests: It is the responsibility of the person requesting the following service to confirm all arrangements for Special services with the person listed below. One week advanced notice is required.

Projectors and Video – Heidi Currier, ext 398: \_\_\_\_\_

Stage Lights and Microphones – Brian Connor, ext 386: \_\_\_\_\_

Refreshments – SAGE Dining Services, ext 243: (Please fill out Food Service Refreshment Request Form – available in front office)

Ed Philipp, ext 444: \_\_\_\_\_

PLEASE ADD ANY DETAILED SPECIAL INSTRUCTIONS BELOW INCLUDING A SKETCH (or attach on separate sheet)

FOR OFFICE USE: In-house approvals: (Please initial if approved and return to receptionist)

College Conf. Room: Drummond \_\_\_\_\_ Haertter Hall Conf. Room: Drummond \_\_\_\_\_ Science Building: Mueller \_\_\_\_\_

Cissel Center: Tasker \_\_\_\_\_ Haertter Hall/Foyer: Salomon \_\_\_\_\_

Library: Mercer \_\_\_\_\_

Brauer Building/Quad: Philipp \_\_\_\_\_ Dining Room: SAGE \_\_\_\_\_

Fine Arts Building/Galleries : Martin \_\_\_\_\_

Final confirmation approval: \_\_\_\_\_

Copies to: \_\_\_\_\_